

## U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City

### VACANCY ANNOUNCEMENT NUMBER: HCM 16/35

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** Public Health Specialist (Surveillance & Response)

**OPENING DATE:** August 25, 2016

**CLOSING DATE:** September 08, 2016

**WORK HOURS:** Full-time, 40 hours/week

**LENGTH OF HIRE:** **Not to exceed two (2) years from date of hire.**

**ANNUAL SALARY:** **Ordinarily Resident (OR):** FSN-10; US\$19,808.00 (Starting salary)  
**Not-Ordinarily Resident (NOR):** FP-05 (steps 5 through 14)\*; US\$58,032.00 (Starting Salary)  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Vietnam – U.S. Consulate General in Ho Chi Minh City is seeking eligible and qualified applicants for the position of Public Health Specialist (Surveillance & Response).

*NOTE: Due to the high volume of applications received, we will only contact applicants who are qualified and will be invited for further testing and/or interview. Thank you for your understanding.*

#### **BASIC FUNCTIONS OF THE POSITION**

Incumbent, under the supervision of the Team Lead for Surveillance and Response, serves as the Public Health Specialist for Surveillance and Response at the Centers for Disease Control and Prevention (CDC) office at the U.S. Consulate in Ho Chi Minh City (HCMC), Viet Nam. In this capacity, the incumbent will provide significant technical and program management leadership with advancing Viet Nam to achieve the Global Health Security Agenda (GHSa) targets for disease surveillance and response. Incumbent also serves as a subject-matter expert, and technical advisor in all efforts undertaken by CDC-Viet Nam to advance implementation in the aspects of indicator-based surveillance, event-based surveillance and how they support early warning and response to public health threats. Incumbent works in collaboration with relevant technical personnel at CDC -Hanoi and -HCMC, as well as other technical officers within the USG inter-agency, including the Department of Defense/Defense Threat Reduction Agency (DTRA) and the United States Agency for International Development (USAID) to coordinate, facilitate, mentor, and/or directly provide capacity development support in strengthening systems for surveillance and response, concentrating primarily on efforts in the southern provinces best supported from CDC-HCMC. The incumbent has direct responsibility for routine liaison with the USG Inter-Agency, other bilateral and multi-lateral partners, especially, but not limited to, the World Health Organization in Viet Nam, the Food and Agricultural Organization, USAID and DTRA across all activities pertaining to infectious disease surveillance and response. The incumbent plays an important technical advisory role to the Ministry of Health (MOH) and implementing partners for day-to-day program and administrative management, coordination and collaboration activities with other in-country U.S. agencies to ensure that U.S. Government programming addresses Vietnamese Government priorities. The incumbent also represents CDC Viet Nam on surveillance and response issues at technical, policy and strategic planning meetings, as well as in meetings with collaborators and donor agencies.

#### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** A minimum of Master's degree in public health, biological sciences or laboratory sciences, or international equivalent is required.

2. **EXPERIENCE:** Must have at least three years' experience working with projects or programs supporting public health surveillance and response systems in Viet Nam is required. Also, a minimum of two years' experience in developing, implementing and evaluating health programs and coordination with international agencies or implementing partners.
3. **LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing of English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing of Vietnamese is required.
4. **SKILLS AND ABILITIES:** Must have 1) good program management and systems analytical skills; 2) good managerial skills to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups; 3) ability to analyze, understand and discuss data, program and systems design and revision, and management and implementation approaches; and 4) strong skills in the interpretation of program monitoring and evaluation data including the ability to understand and synthesize numerical data. Must be able to communicate issues and developments between the CDC team and partners within MOH and other technical, development and implementing partners, both orally and in writing to maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements.
5. **JOB KNOWLEDGE:** Must have 1) a professional knowledge foundation in public health and the role of laboratory and information systems with strengthening infectious disease detection and response in order to support the host Government and implementing partners in the development and strengthening of effective disease detection and response systems; 2) a thorough understanding of current best practices in event- and indicator-based surveillance for public health action; and 3) a good working knowledge of program management techniques to plan, organize and direct complex activities with multiple stakeholders.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-ho-chi-minh-city/>.

#### **HIRING PREFERENCE SELECTION PROCESS**

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

#### **HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants **must** submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. The Consulate does not accept applications via online recruitment websites without DS-174 form.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-ho-chi-minh-city/>.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**WHERE TO APPLY:**

Management Office

E-mail Address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Appendix (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.